

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

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**March 30, 2004**

**FROM:** JUNE GRIFFITH-COLLISON, Associate Director  
Arrowhead Regional Medical Center

**SUBJECT: AMERICA'S BEST DELIVERY SYSTEM – PURCHASE ORDER**

**RECOMMENDATION:** Authorize the Purchasing Agent to increase the existing Purchase Order with America's Best Delivery System, by an amount of \$15,000, for a total amount not-to-exceed \$40,000, for delivery services for Fiscal Year 2003/04.

**BACKGROUND INFORMATION:** Approval of this item will allow the Purchasing Department to increase the existing Purchase Order with America's Best Delivery by \$15,000 for a total amount not-to-exceed \$40,000, for the provision of transportation of laboratory specimens.

Per Policy 11-05, Board of Supervisors approval is needed for services in excess of \$25,000 per scope of service per vendor per department each fiscal year.

Arrowhead Regional Medical Center's (ARMC) Clinical Laboratory Department serves as a reference center for several medical clinics servicing the local community, including County Medical Services Provider (CMSP) clinics located in the west end of the County. Laboratory specimens are drawn at these clinics and brought to ARMC for processing. Occasionally, ARMC has to forward these specimens to outside reference laboratories for specialized testing.

For the past three and a half years, ARMC has been utilizing the services of America's Best Delivery System to transport laboratory specimens from community clinics to ARMC, as well as delivering specimens to outside reference laboratories. America's Best Delivery System currently provides pick up and delivery service twice daily on a preset schedule. On occasion, America's Best Delivery System provides back-up delivery of urgent pharmaceuticals to local hospitals.

In September 2003, ARMC conducted a Board approved Request for Proposal for courier services. America's Best Delivery offered the most competitive rates for courier services.

ARMC has expended approximately \$22,500 with America's Best Delivery year-to-date and expects to expend an additional \$15,000 this Fiscal Year for specimen transportation services. The additional cost is due to an increase in patient volume; thereby resulting in an increase to the number of laboratory tests performed. Board of Supervisors' approval is being requested to increase the existing Purchase Order with America's Best Delivery by \$15,000 for a total amount not-to-exceed \$40,000 for FY 2003/04.

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**REVIEW AND APPROVAL BY OTHERS:** This item has been reviewed by County Purchasing (Aurelio De La Torre, Director, 387-2074) on March 18, 2004, County Counsel (Michelle Blakemore, Deputy County Counsel, 387-5445) on March 18, 2004, and the County Administrative Office (Bea Valdez, Administrative Analyst, 386-8145) on March 18, 2004.

**FINANCIAL IMPACT:** This Purchase Order is for an additional amount of \$15,000 for a total amount not-to-exceed \$40,000 for FY 2003/04. This amount is available in ARMC's FY 2003/04 budget.

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this agenda item and recommends approval since this service is necessary for the health and safety of the Medical Center's patients.

**SUPERVISORIAL DISTRICT(S):** All

**PRESENTER:** June Griffith-Collison, Associate Director, Arrowhead Regional Medical Center, 580-6160

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